



## UNION COUNTY

### Emergency Services

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*Jde.* Dear Agencies Receiving Public Assistance:

The purpose of this letter is to follow up with you after your initial meetings with FEMA. After sitting in on a few meetings, I want to take this opportunity to talk about potential activities that may affect us later and make sure we are on the same page.

Most importantly, retain all your financial records related to this presidential disaster for at least 3 years! After talking with my counterparts, it is *very likely* that the federal government will audit any one of us. Their mission will be to run all the numbers again to verify that the federal government allocated the money appropriately. That is easy enough; we all have the receipts, payroll records, etc. to verify our time and work. But I urge you to also keep notes, a memo to file, or a diary that you can refer to 18 months to 36 months after the fact to verify your justification for the reimbursement.

The federal government workers who travel to local areas to conduct the audits are not necessarily FEMA personnel and will not have any familiarity whatsoever with the disaster, the individual projects or the justification for why we did what we did; their focus will be the financial aspects. It will not be good enough to say we plowed for life safety, we will likely have to demonstrate again why it was a life safety issue, so please keep all your documentation and any notes that will help justify your federal reimbursement.

At this point, each of you who have chosen to participate is working with a FEMA project officer and should soon receive a contract between your agency and Oregon Emergency Management. This is the legal document by which you will receive your reimbursement. You should also expect to receive a packet of information containing the project worksheets and other applicable information about your agency's reimbursement.

If I can be of assistance to you, please do not hesitate to contact me.

Best Regards,

Dara Decker  
Emergency Services Officer

CC: Board of Commissioners